

**Alaska Court System
Class Specification**

ACCOUNTING TECHNICIAN

Range: 14

EE04: 06

SOC: 43-3031

Class Code: C0101

Definition:

Under general direction, the Accounting Technician performs technical and specialized examination, verification, maintenance, reconciliation, and reporting of accounts and accounting data. Incumbents perform technical audit functions, fiscal monitoring and grants reporting.

Distinguishing Characteristics:

The Accounting Technician performs paraprofessional and technical work requiring knowledge and application of program requirements, accounting functions, and state and federal rules and regulations. The work requires the incumbent to perform state and federal final reconciliation, audit for compliance with program requirements and regulations, maintain and reconcile individual accounts, and set up financial structures for grants. The Accounting Technician may assist in the training and supervision of accounting clerical staff.

Supervision Received: The Accounting Technician works under the general direction of the Accounting Analyst.

Supervision Exercised: The Accounting Technician may assist with the training and supervision of accounting clerical staff as needed.

Complexity of Tasks: The Accounting Technician performs technical and specialized work requiring extensive knowledge of grant programs and accounting functions.

Independent Judgment: Duties require a high degree of independent judgment in dealing with various court personnel, the public and other governmental agencies.

Examples of Duties:

Monitor, review, and audit accounting data for compliance with contracts, grants, and restricted funds.

Review contracts and grant language for compliance with contract and grant provisions.

Disburse and receipt grant funds in accordance with state and federal grant guidelines.

Prepare monthly grant expense report including detailed information on expenditures and case information for grant managers.

Assist subordinate staff in calculating prorated charges.

Respond to questions regarding proper account code usage.

Assist with the hiring, training, and evaluation of accounting clerical staff. Participate in the interview process, plan, assign, train, and review the work of accounting clerical staff.

Assist in the preparation of the court system's year end financial reporting requirements.

Assist in maintaining the court system's chart of accounts. Create new appropriation structures, collocation codes, and ledger codes. Establish relationships which link codes and structures based on funding sources.

Act as the security contact for the court system in conjunction with the Division of Finance in providing court system employees with security access utilizing the state's payroll and accounting systems.

Develop and maintain accounting policies and procedures.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

An Accounting Technician requires knowledge of:

- Federal grant management guidelines.
- Alaska statutes and regulations.
- Bookkeeping practices and accounting procedures, practices, methods, techniques, and terminology.
- Techniques and methods used in reconciliation of accounts and auditing.
- Standard and specialized office equipment and software applications.

An Accounting Technician requires skill in order to:

- Collect and organize accounting data, interpret its significance, and prepare accurate reports.
- Identify discrepancies or inaccuracies in data and make corrections.
- Train, direct, and evaluate the work of others.

An Accounting Technician requires the ability to:

- Comprehend written material and interpret and apply rules and instructions.
- Establish and maintain cooperative working relationships.
- Communicate clearly, concisely, and effectively with court system personnel and outside agencies.

Minimum Qualifications:

A high school diploma or General Education Development (GED) certificate AND two years of entry level technical accounting work experience AND the ability to type at least 40 words per minute (net).

The required technical accounting work experience is met by service as a Senior Accounting Clerk with the Alaska Court System, or equivalent experience with another employer.

Substitution:

A bachelor's degree in accounting, business administration, or a closely related degree may be substituted for one year of the required entry level technical accounting work experience.

05/05 – Original

10/07 – Revised, WPA

02/14 – Remove MQQ's

08/14 – Revised MQ